ESTIS User Manual

ESTIS Builder

ESTIS Community

United Nations Environment Programme
International Environmental Technology Centre
(UNEP-IETC)

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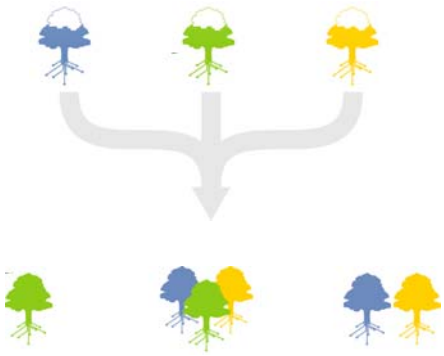
Introduction

What is ESTIS?

ESTIS is an Information System (IS) management tool to assist the transfer of Environmentally Sound Technologies (EST). ESTIS encompasses two integrated components providing a decentralised IT network for improved access and local control in EST related information transfer.



ESTIS Builder
Allows users to build their own customized Web site (English and/or national language) to manage and publish their EST information on the Internet.

ESTIS Community
Once your Web site has been built, it can be linked to other ESTIS Web sites within your region to form a community. ESTIS communities allow users to share EST resources either in English or national language.

ESTIS helps users to build an IS to publish EST information on the Internet, free of charge. **ESTIS** enables users to "grow" their information collection and dissemination capability in a structured user-friendly manner.

ESTIS offers a fully customised, database-driven Web site that will fit data structure and information needs, corporate image needs, profile and "marketability".

What are the Goals of ESTIS?

The goals of ESTIS can be explained by looking at the concepts that UNEP-IETC has tried to encapsulate in the ESTIS Network.

Infrastructure – The need for better infrastructure to facilitate the communication linkage between the providers and the users of EST information (i.e. inability to access information from Web sites in general). Considerable funding is required, which is not presently available to improve host services in developing countries.

Empowerment - Some information relating to potential ESTs is costly and technologies are not appropriate or suitable to local conditions.

Language - Non-proficiency in the English language hinders international access to or sharing of information. Use of other languages will enable the possibility for networking amongst ESTIS service providers.

Common Ground - There is a clear need to establish EST "communities" with common interest in specific areas, e.g. transportation. Such EST communities can either be horizontally integrated, bringing together stakeholders with similar needs/services, or vertically integrated, bringing together stakeholders that are concerned with different steps in the EST technology transfer process of a specific kind of technology.

Building Quality - Need for an easily accessible and public technology verification process for ESTs.

Networking - There is no need to establish one single EST Web site. It is more viable to establish an Internet based network of EST sites, each tailored for specific needs of its target group.

UNEP-IETC believes this knowledge management system will assist in improving EST information access and transfer throughout the world.

What is an EST?

At present UNEP-IETC defines an EST as a technology that:

- Protects the environment
- Pollutes less
- Uses resources in a more sustainable manner
- Looks to recycle its own wastes and products
- Handles residual wastes

Note: a process is currently in place, engaging technology experts from around the world, which is reviewing how we define an EST.

Who is ESTIS for?

Administrators and decision-makers in local authorities, institutions, NGOs and communities.

What are the benefits of using ESTIS Builder?

- Allows users to build their own customised Web site to manage and publish their EST information on the Internet.
- Enables users to "grow" their information collection.
- Facilitates the dissemination of EST information.
- Allows the prospective manager of an ESTIS site to build an EST template, or EST data entry sheet for describing their ESTs in a consistent format.
- Provides the option of creating a Web site in English and a second language.
- Enables a search page to be built for search by keyword, category matrix and / or location of where the technology is supplied and used.

What are the benefits of using ESTIS Community?

- Facilitates networking.
- Promotes information sharing. ESTIS Builder members can form an Internet community to share EST resources either in English or their national language.

Instructions for Operation – ESTIS Builder

ESTISbuilder

ESTIS Builder Application Form

ESTIS Builder is a free service for members. Anyone can apply to become a member. However, to ensure that ESTIS Builder is used appropriately UNEP-IETC has the right to accept or decline any application for membership.

To become an ESTIS Builder member:

1. Complete the ESTIS Builder Application Form available at www.ESTIS.net/builder. Upon submission of the form the application details will be sent to UNEP-IETC for processing. UNEP-IETC will notify you of the processing results via email, usually within one week. If your application is successful, the email will include your Site ID, User ID and Password.
2. Start building your own ESTIS Web site.

Remember: While most of the ESTIS Builder Application Form is straightforward there are two fields that you should pay special attention to:

Site Name: It is important to choose your Site Name carefully. If available, the Site Name will identify your site as follows: http://www.ESTIS.net/sites/site_name.

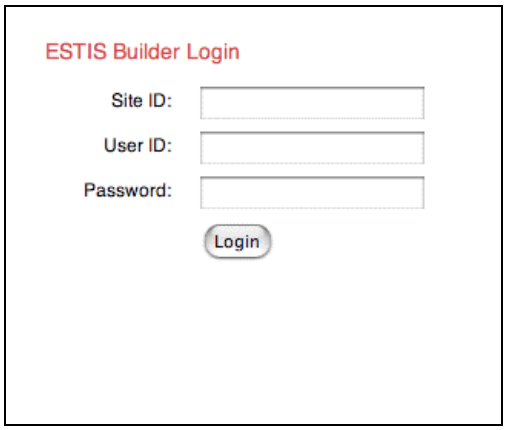
Language: ESTIS Builder supports sites in English and optionally one other language. If you would like to create your site in another language as well as English you must select a second language from the language field. Please think carefully about your selection as once you have submitted your application your decision will be **permanent and cannot be altered. If you do not apply for a second language at this time you cannot do so at a later date.**

ESTIS Builder Login

To login to ESTIS Builder:

1. Go to http://www.estis.net/builder/.
2. Enter your details in the login window.

Once you have logged in, you can change your password by selecting the grey icon from the main menu.



1. Home

1.1 Web Design Basics

ESTIS Builder has been developed with the non-web designer in mind. However, there are a few basic principles of Web design that will help you get started.

Structure and Navigation

A Web site consists of a number of pages that are connected via links. Before you begin building your Web site it is a good idea to think about the structure and navigation of your site. That is, the pages that you would like to include in your site and how you would like to link the pages together.

At a minimum a Web site consists of a homepage. Other pages that are often included are about, products and / or services, news and events, links and contact us. The pages that you include in your Web site will depend on the purpose of your site. For example, if the purpose of your site is to sell your ESTs the products page will be particularly important.

A Web site can consist of any number of pages, which is why it is important to decide on a structure that makes it easy for your visitors to find what they are looking for. The most common structure used for linking Web pages together is a hierarchy (see Figure 1-1). From the homepage users are presented with a series of links that usually represent the main topics in your Web site. Every time the user selects one of these main links, they follow a particular path that takes them deeper into your site and the topic they have chosen.

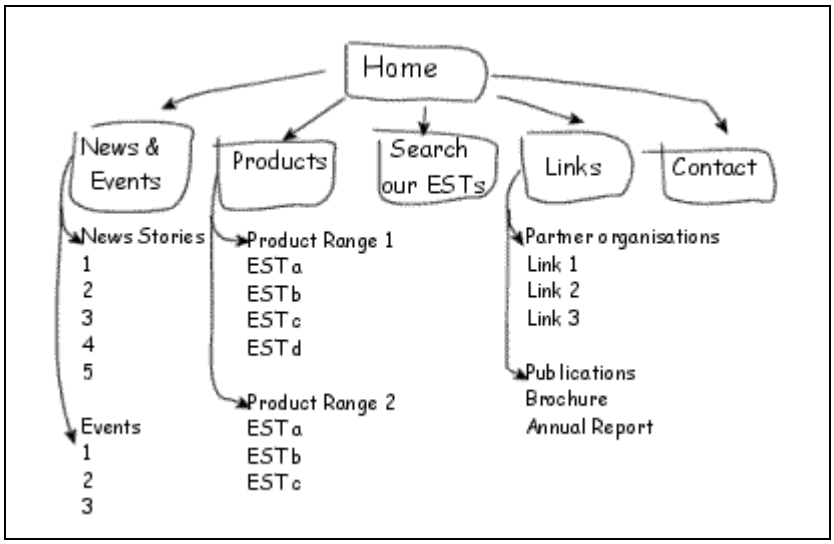


Figure 1-1. Example of a simple site hierarchy

So that users can navigate your Web site it is important to include a navigation bar that appears consistently on every page. The navigation bar typically includes links to all the main pages in your site, including the homepage. Using ESTIS Builder the Site Menu Bar will contain your main navigational links.

Tip: Draw your web site structure on paper before you begin building your site.

Web page Components

A Web page is made up of a number of components (see Figure 1-2) including a page title, page contents, menu and Web site address. Several of these components appear consistently on every page (e.g. site theme and menu), whereas others vary (e.g. page content and page title). Those components that remain constant form a template for your pages and give your site a uniformed appearance.

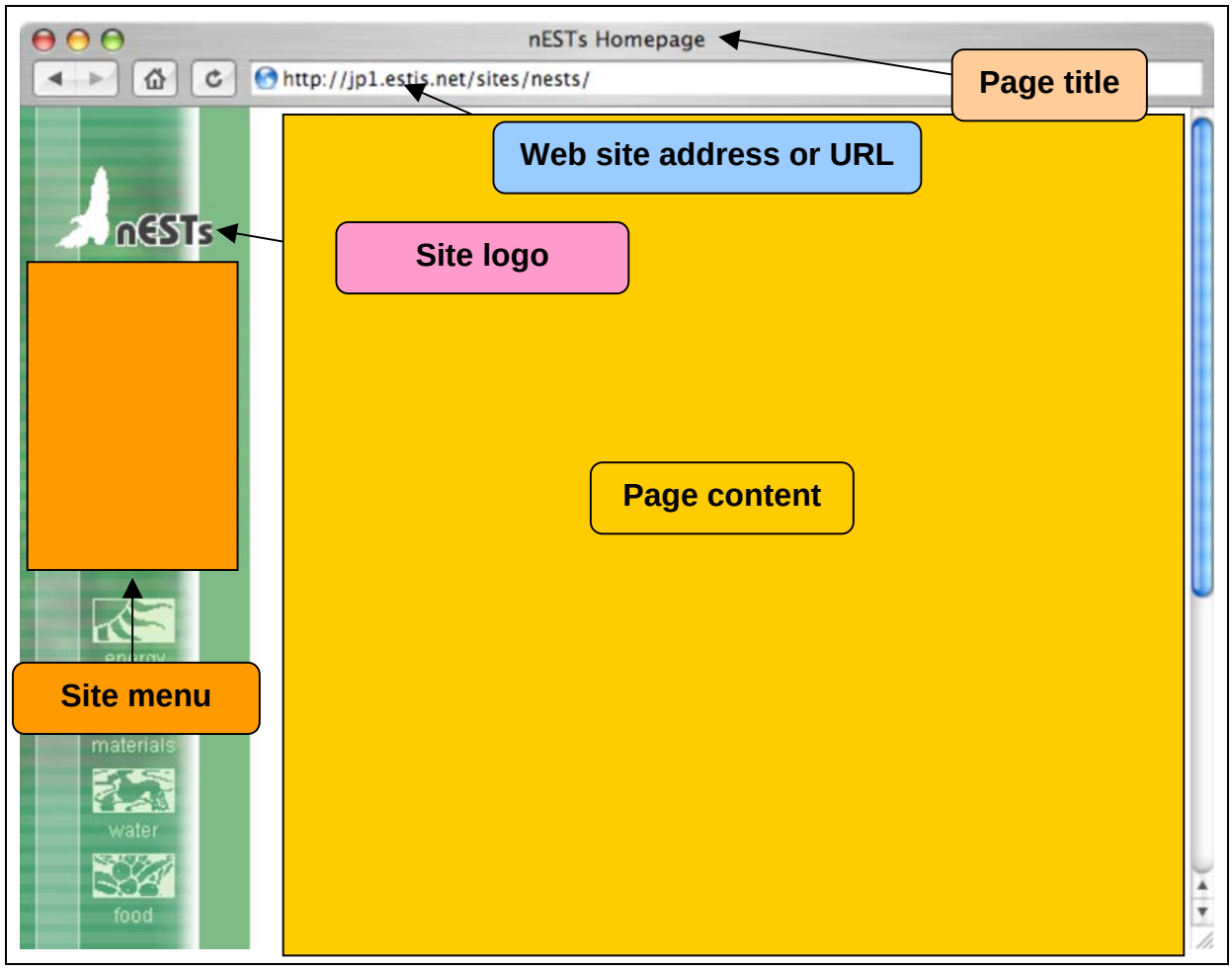


Figure 1-2. The main components of a Web page

1.2 ESTIS Builder Essentials

Navigation

The Main Menu

ESTIS Builder has nine main functions that you will use to build your site. These functions are accessible at all times from the main menu (navigation bar) at the bottom of your screen (see Figure 1-3):

1. Home
2. Manage your pages and files
3. Modify your site theme
4. Modify your site menu
5. Add file
6. Add new page
7. User Administration
8. Exit
9. Help

Figure 1-3. Navigating ESTIS Builder: The main menu

In addition to the nine main functions there are also several 'families' of icons that will appear in the main menu depending on the function you have selected. These icons will be explained in more detail in the sections below.

The Sub-Menu

Along with the main menu, a sub-menu is also present at all times (see Figure 1-4). This menu provides answers to several questions and includes a help section. The content of the first four items always remains the same. However, the last item, the help section, will change depending on where you are. The help section has been designed so that the key points for each page are displayed. Should you require any further information, a more detailed help section is available by clicking on the [more] link. Alternatively, if you want to know how to do something, click on the icon.

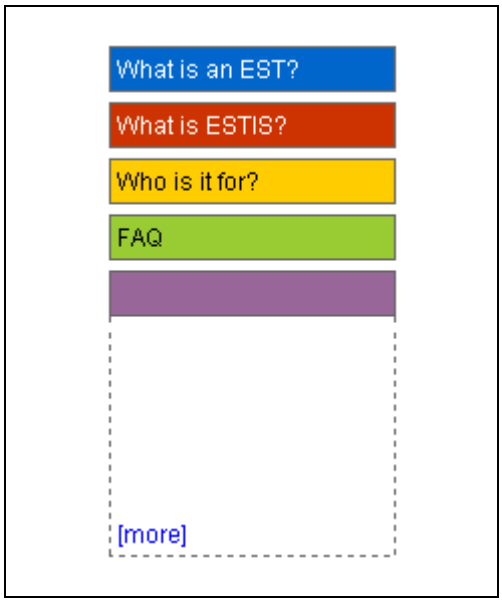


Figure 1-4. The sub-menu

ESTIS Builder Philosophy

ESTIS Builder is based on a philosophy known as WYSIWYG: 'What You See Is What You Get'. This means that when you create and edit your Web pages using ESTIS Builder you can see what the end result will look like while the document is being created. Another important concept is that wherever you are in ESTIS Builder only the relevant icons will appear in the main menu.

1.3 Getting Started

To get started we suggest that you:

A. Select your Site Theme

B. Start building your Home page and EST Template

C. Build any other pages that you want included in your site

D. Develop your Site Menu

E. Publish your pages

1.4 Things to Remember

When you first start using ESTIS Builder it may seem like there is a lot to remember. As a quick reference, the list below describes some of the most important things to remember. Many of these concepts are described in more detail in the sections below.

- ✓ If you are creating your Web site in two languages you have to decide which homepage is viewed by your users .
- ✓ A page has to be published before it can be seen by your users and before you can make a link to it from another page .
- ✓ To edit a page or a page element select the page or page element (it will appear highlighted) and then select the appropriate icon from the main menu.
- ✓ Remember to save any changes that you make to your pages .
- ✓ Design your EST Template before you start building EST pages. The EST Template ensures that you describe all your technologies in a consistent format.
- ✓ The Technology Categories Matrix has been developed so that you can easily categorise your technologies. In particular, this is important if you want your users to be able to search your EST Pages at the ESTIS Builder.
- ✓ If you require guidance you can find help in the menu on the left of your screen, or if you want to know how to do something specific, click on the icon.

2. Manage your Pages and Files

The 'Manage your Pages and Files' section allows you to manage all the files and pages that you have created or uploaded to your site. The pages and files that you create will appear in one of three lists:

1. Page List **2.** EST List **3.** File List

By default when you select the icon you will be taken to the Page List. To navigate between lists use the green icons that appear in the main menu.

2.1 The Page List

The Page List (see Figure 2-1) provides you with a list of all the Web pages that you have created, along with the following details:

- **Status:** The publish status (published unpublished), the designated homepage () and whether the page is linked to from another page ().
- **Type:** The type of page (see Section 6).
- **Title:** The page title that you have given the page.
- **Modified:** The date and time the page was last modified.
- **Language:** The language that the page has been created in.

Figure 2-1. The Page List

When you visit the Page List for the first time two pages will appear in the list: Home and EST Template. These two pages are compulsory. For more details about the EST Template and Homepage see Section 6.

Remember: If you are creating your ESTIS site in two languages, Home and EST Template will appear in English and in your chosen language.

2.2 The EST List

The EST List (see Figure 2.2) provides you with a list of all the EST Pages that you have created along with the following details:

- **Status:** The publish status (published unpublished) and whether the page is linked to from another page ( ).
- **Title:** The page title that you have given the page.
- **Modified:** The date and time the page was last modified.
- **Language:** The language that the page has been created in.

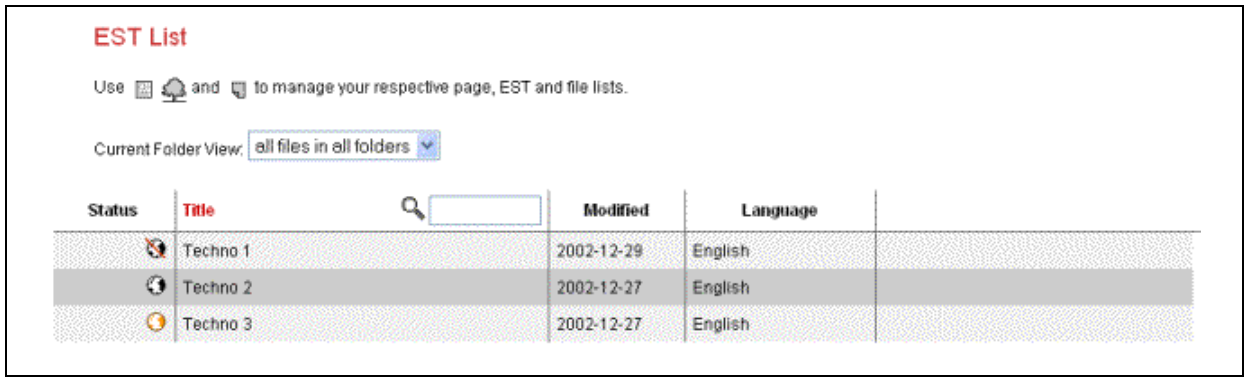


Figure 2-2. The EST List

2.3 The File List

The File List (see Figure 2-3) provides you with a list of all the files that you have uploaded, along with the following details:

- **Status:** Whether the file has been used in any of your pages.
- **Type:** The file type (see Section 5.).
- **File Name:** The name of the file.
- **Created:** The date and time the file was uploaded.
- **Size:** The size of the file.

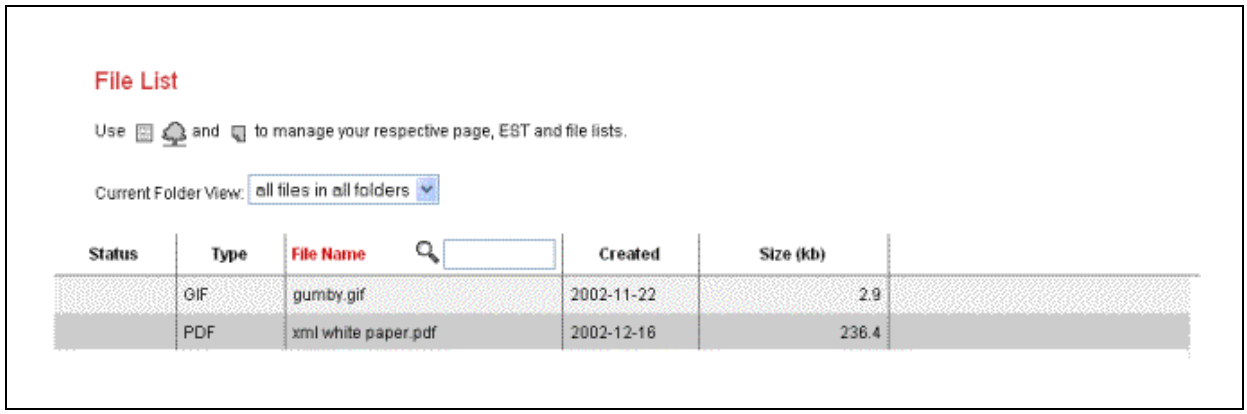


Figure 2-3. The File List

2.4 Modifying Pages and Files

To modify or manage your pages and files:

1. Select a page or file from the list by clicking on it once. The page or file that you have selected will be highlighted and the blue action icons will appear in the main menu.
2. To modify the selected page or file, click on one of the available blue action icons.

The blue action icons associated with your pages are:

Move to folder: Moves the selected page or file to a folder.

Publish page: Publishes or un-publishes the selected page.

Make home: Designates which page (English or other) is the Home page. **Note**: this option is only available if you have chosen an alternate language.

Duplicate page: Make a duplicate copy of the selected page.

Edit page: Opens the page selected for editing (see Section 6.)

Delete: Deletes the page or file selected. **Note**: this cannot be undone.

Remember: The action icons that appear will depend on the type of page you have selected. For more information about different page types refer to Section 6.

2.5 Publishing Pages

ESTIS Builder provides you with two publishing functions; it allows you to publish individual pages that you create so that they are visible to your users.

Publishing Individual Pages

Before a page is visible to your users it has to be published. All pages that you create are automatically unpublished, the idea being that you will publish your pages when they are ready to be viewed by your users. If a page is yet to be published the black and red icon appears in the status column, if the page has been published the black icon appears.

To publish or un-publish a page:

1. Go to the appropriate list .
2. Select the page that you wish to publish or un-publish.
3. Select the blue icon from the main menu.
4. The Publish Status window will open prompting you to select either the published or unpublished status (see Figure 2-4).
5. Click on the 'Select' button.

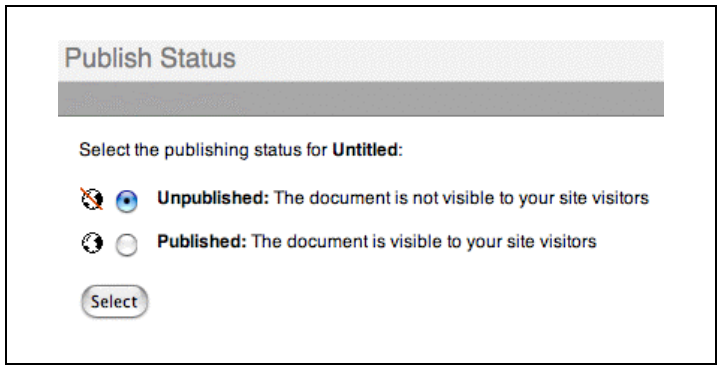

Publish Status
Select the publishing status for Untitled:
Unpublished: The document is not visible to your site visitors
Published: The document is visible to your site visitors
Select

Figure 2-4. Publish status – publishing and un-publishing your pages

2.6 Organising the List

To help you organise and manage your lists you can:

1. Change the order of the list.
2. Create folders.
3. Move pages and files into folders.
4. View the contents of different folders.
5. Search your pages and files.

To change the order of a list:

1. Click once on a heading in the table (e.g. Title, Type, Last Modified or Language etc.).
2. To reorder the list in either ascending or descending order, click on the heading again.

To create a new folder:

1. Select the violet icon from the main menu, the Add Folder window will open.
2. Enter a name for the new folder.
3. Click on the 'Save' button.

To delete a folder:

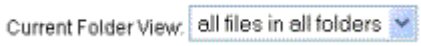
1. Select the violet icon from the main menu, the Delete Folder window will open.
2. From the menu choose the folder that you would like to delete.
3. Click on the 'Delete' button.

To move a page or file into a folder:

1. Select the page or file by clicking on it once.
2. Click on the blue icon. The Move Page window will open.
3. From the menu choose the folder that you would like to move the page or file to.
4. Click on the 'Move' button.

To view the contents of a particular folder:

1. Select the folder that you would like to view from the Current Folder View menu.



To search for a page or file:

1. Enter the Page Title or File Name in the search window
2. Click on the grey icon.

2.7 Preview your Pages

To preview a page of file in a list:

1. Select the page or file that you wish to preview from the list.
2. Select the red icon from the main menu.

2.8 Email Pages to a Colleague or Friend

To email your friend or colleague with a link to a particular page:

1. Select the page that you wish to email from the list.
2. Select the red icon from the main menu.
3. Compose and then send the email.

3. Modify your Site Theme

The 'Modify your Site Theme' section is where you will establish the look and feel of your site. The site theme determines the colour and layout of your Web pages as well as the look and feel of your Web site. To help you, we have provided you with eight templates each of which has six colour choices. Alternatively, you can design your own site theme by selecting one of our custom options.

3.1 Our Themes

To modify your site theme using one of our templates (see Figure 3-1)**:**

1. Select a theme from the templates provided on the left hand side of the screen by clicking on the preview image once.
2. Select the colour of your menu by selecting an image on the right hand side of your screen.
3. Use the red icon to preview the site theme that you selected.
4. Save your site theme by clicking on the red icon in the main menu.

Note: The corresponding number of your selection will appear at the top of the screen as will a small preview of your site theme. For example, in Figure 3-1 theme 3-01 has been selected.

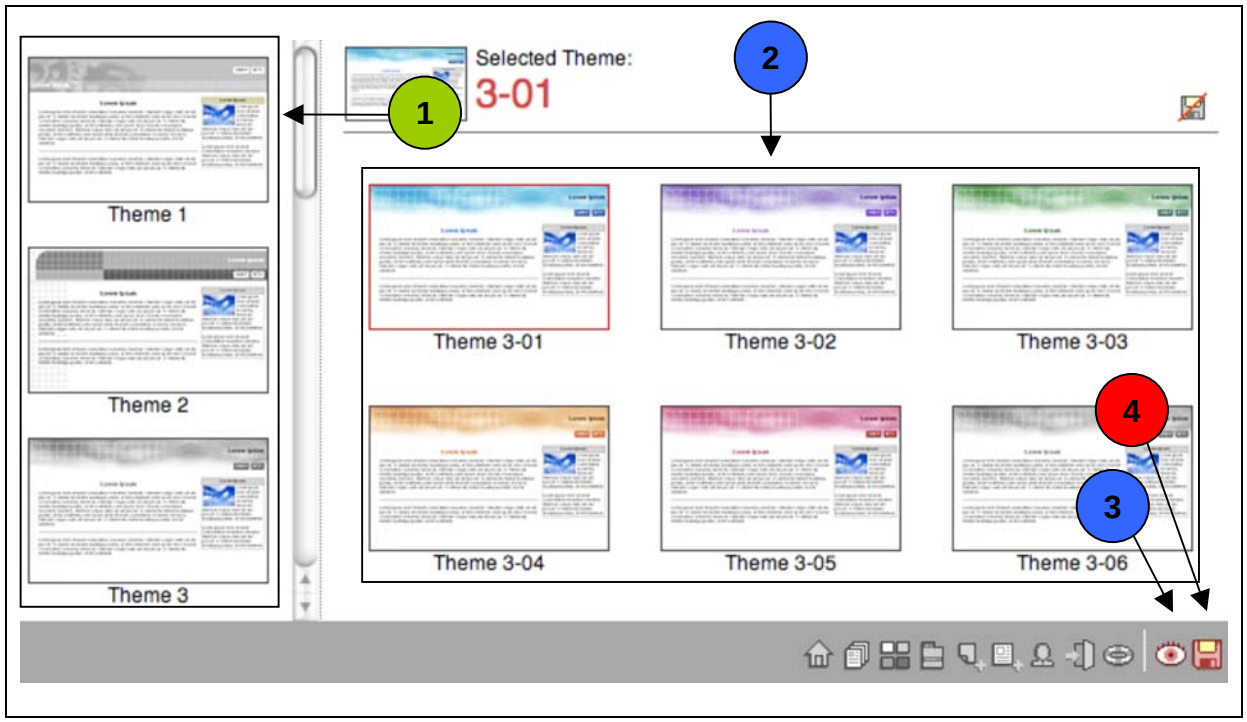


Figure 3-1. Selecting your site theme

3.2 Custom Options

If you would like to design your own site theme you have the choice of two custom options, Custom Top Menu and Custom Left Menu.

To develop a custom theme (see Figure 3-2)**:**

1. Choose either Custom Top Menu or Custom Left Menu from the theme options on the left of your screen.
2. Select the page element that you wish to edit by clicking on it (this could be one of the titles (e.g. Page Text), or simply the background of the page.
3. Edit the page element using the Theme Editor window that opens.
4. Click on the 'Save' button.
5. Preview your custom site theme using the red icon.
6. Save your theme when you are happy with it.

Note: If you would like to add a background image or an image to your page or menu, first make sure that you have added the file to your site. Once the file has been uploaded, select the icon from your template. You will be prompted to select the image that you would like to use.

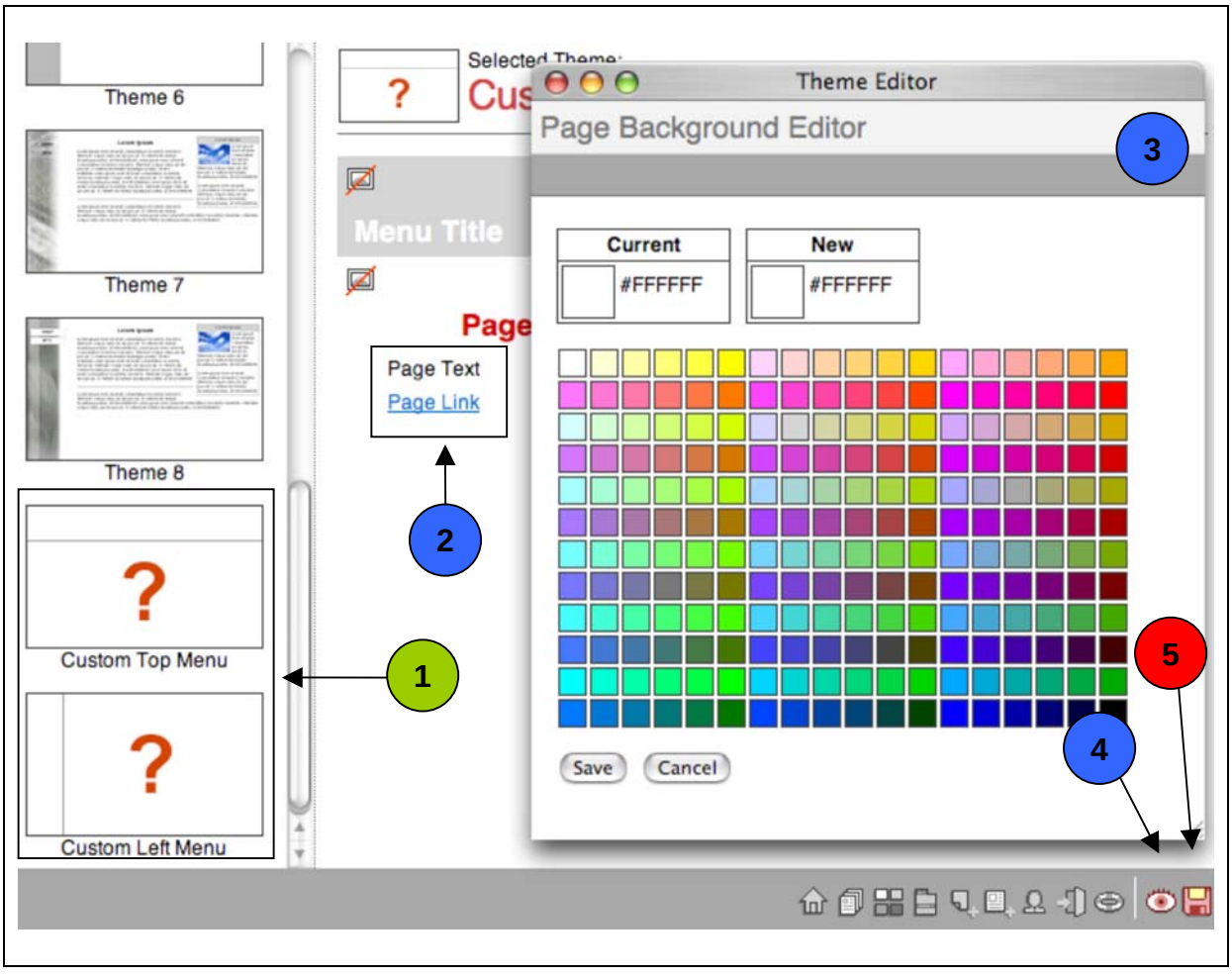


Figure 3-2. Selecting and editing a custom site theme

4. Modify your Site Menu Bar

The ‘Modify your Site Menu Bar’ section is where you will edit the menu for your site. The site menu is a menu that appears consistently on every page in your Web site. A menu will typically include a logo and / or your organisations name as well as your main navigational links to other pages in your site.

Your menu will appear either at the top of the page or on the left hand side. You will decide where your menu will appear when you choose your Site Theme.

To modify your site menu bar:

1. Select the grey icon from the main menu.
2. If you are creating your Web site in two languages you will be prompted to select the menu that you would like to modify i.e. English or other.
3. Edit your menu using the green editing icons that have appeared in the main menu. For details of how to edit your page using the editing icons refer to Section 6.2.
4. Save.

Note: There is one additional green icon for adding spaces to your menu. To add a space click on the green icon.

5. Add File

The ‘Add File’ section allows you to upload files that you would like to use with your site for example, your company logo, photographs or a brochure.

5.1 File Limitations

Files are limited to **1MB** maximum size and the following document and image file types:

Supported Documents	Extension
Adobe Acrobat	.pdf
Microsoft Excel	.xls
Microsoft Powerpoint	.ppt
Microsoft Word	.doc
Plain Text	.txt
Rich Text Format	.rtf

Supported Images	Extension
Graphics Interchange Format (GIF)	.gif
Joint Photographic Experts Group (JPEG)	.jpg
Portable Network Graphics (PNG)	.png

Remember: If you are an Apple Macintosh user you must add the appropriate three-letter file extension to the file name, for example **.gif** for GIF images.

5.2 Uploading Files

To upload a file:

1. Select the grey icon from the main menu.
2. Click on the ‘Browse’ button.
3. Select the file that you wish to upload.
4. Click on the ‘Open’ button.
5. Select the red icon from the main menu.

If you are successful the following message will appear: “**Success:** File **“x”** has been successfully uploaded to your site”.

6. Add New Page

The ‘Add New Page’ section allows you to add new pages to your site. When you first select the grey icon you will be prompted to select the type of page that you wish to create (see Figure 6-1). If you are creating the site in English and another language you will also have to decide which language to create the page in.

6.1 Page Types

Aside from the homepage there are a number of page types typically found in a Web site. To help you design your Web site, templates of several common page types are provided.

You can select from seven different pages types:

- **EST:** Describe your EST.
- **Search:** Let users search your Pages.
- **News:** Announce your news.
- **Contact:** Tell people how to contact you.
- **Links:** Provide a list of useful links to other Web sites and resources.
- **Form:** Build a form.
- **Blank:** Start with a blank page.

Once you have made a selection a template opens for editing and you can start building your own page.

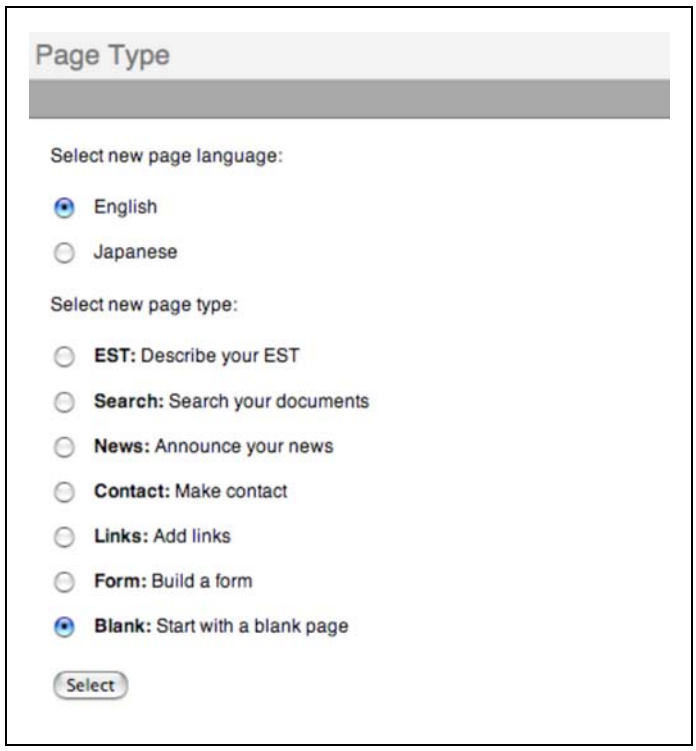


Figure 6-1. Selecting a page type

6.2 Building a Page: The Five Steps

There are five main steps to building any page (see Figure 6-2):

1. Give the page that you are building a **Page Title**.
2. **Edit** the template to add your own content.
3. **Preview** the page.
4. Enter keywords and a description of the page for **search engines**.
5. **Save** your page.

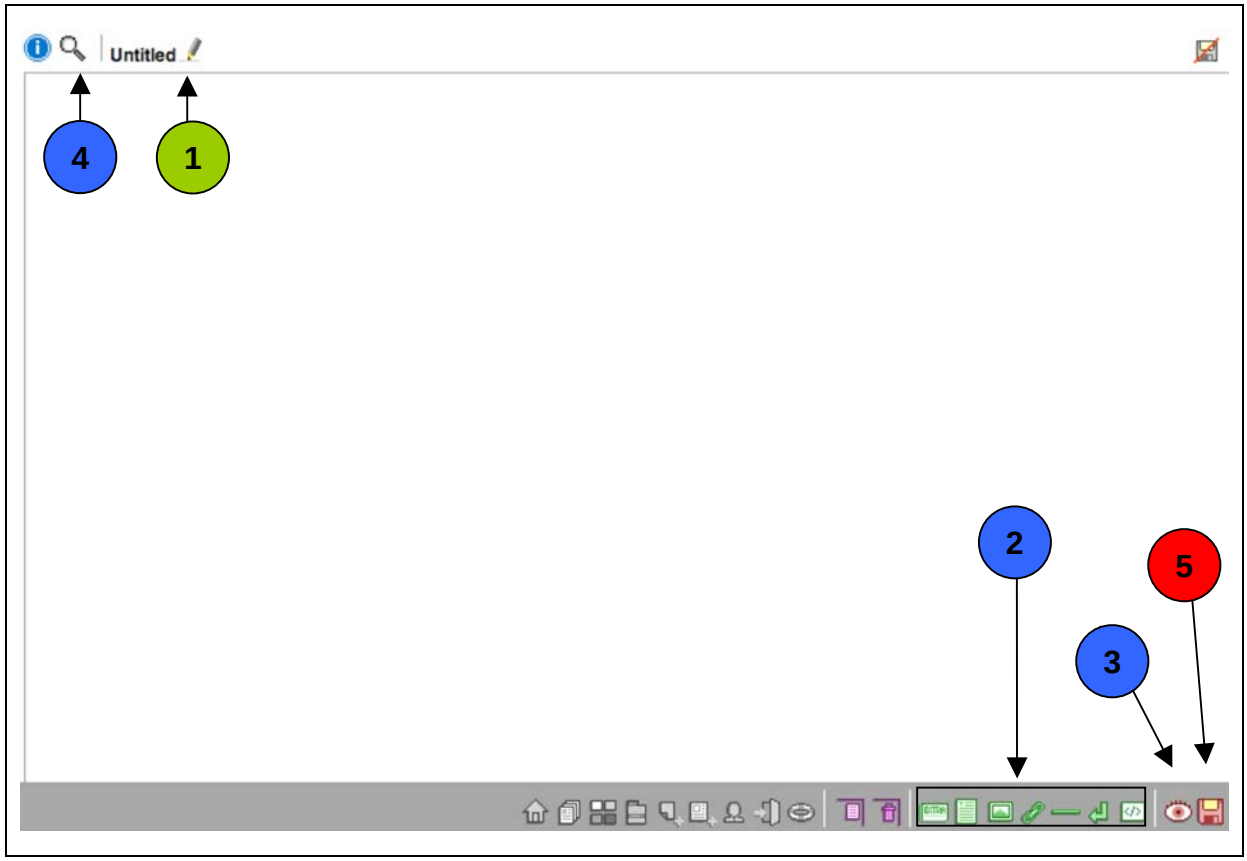


Figure 6-2. Building a page: The five steps

1. Giving you pages a title

Each page that you create will have its own Page Title that appears in your users' internet browser. A Page Title can help users navigate your site by telling them where they are. Therefore, it is good idea to give your pages meaningful titles (e.g. ESTIS Builder: User Manual).

To give a page a page title:

1. Select the grey icon from the top left hand corner of your screen.
2. Enter the title of the page in the window that opens (see Figure 6-3).
3. Click on the 'OK' button.

Note: The Page Title that will appear alongside the icon.

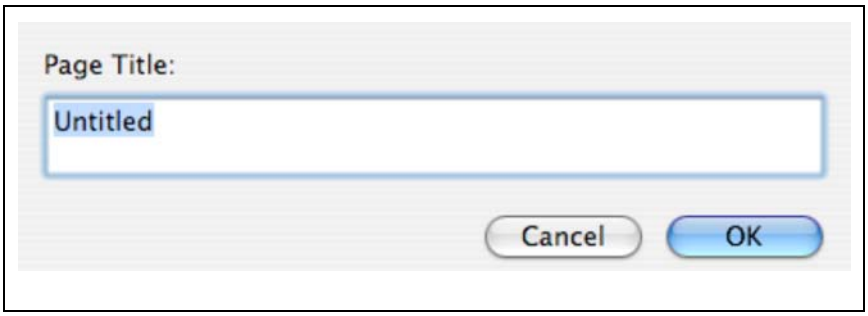


Figure 6-3. Enter page title window

2. Editing your pages

All Web pages are made up of a number of page elements such as headlines, horizontal lines, links, images and text. If you have never built a Web site you maybe unfamiliar with some of these page elements; Figure 6-4 illustrates the main page elements.

Page elements

ESTIS Builder provides you with eight main page elements that you can add to your page with the click of a mouse. Additionally, there are some page elements that are only available when you are building a particular type of page (e.g. EST Page and Form). The page elements that are specific to these page types will be described in more detail below.

The eight main page elements are as follows:

Add a headline to your page.

Add text to your page.

Add an image to your page.

Add a link to your page.

Add a horizontal line to your page.

Add a line break to your page.

Add custom HTML to your page.

Check your spelling

Whenever you enter text there is the option of checking your spelling by clicking on icon. At this stage the spellchecker is only available in English. However, additional thesauri in other languages maybe added depending on demand. If you would like a thesaurus in a different language added to ESTIS Builder please email us with your request. Send your email to ESTIS@unep.or.jp.

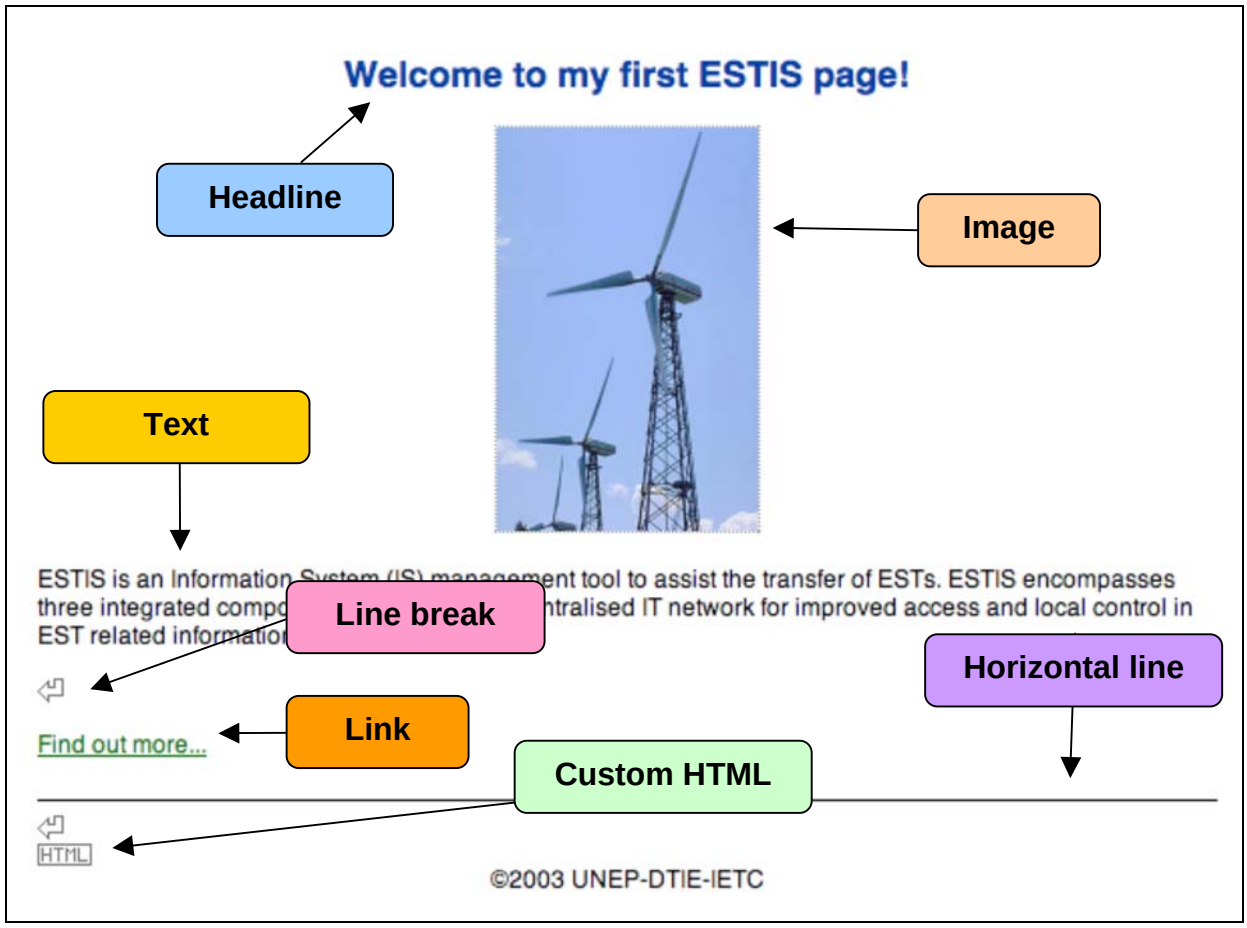


Figure 6-4. The basic page elements

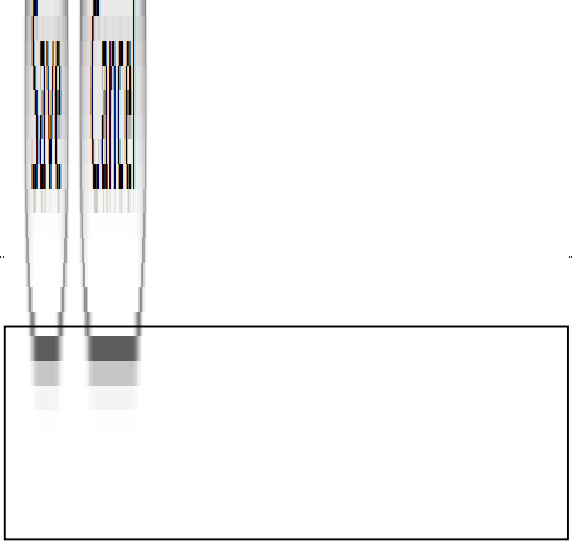
Adding a new page element

To add a new page element to your page:

1. Click on one of the green page element icons.
2. Edit the page element using the editing window that opens.
3. Click on the 'Save' button.

Note: If you are adding a horizontal line or line break they will automatically appear on your page.

Adding a headline or text



To add a headline or text:

1. Click on the green headline or text icon. The Headline Editor or Text Editor will open.
2. Enter the headline or text that you would like to appear on your page.
3. Format the headline and text. **Note:** The yellow icon indicates that the option is selected.

   12 Font size

   Bold

   Italic

   Left Aligned

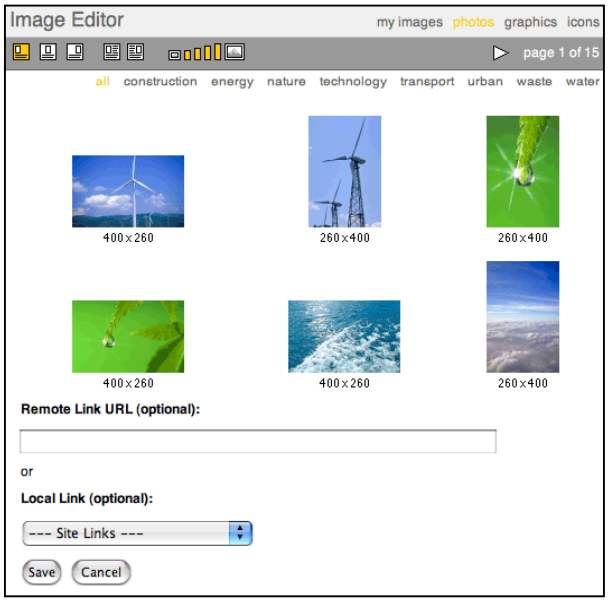
   Centred on the page

   Right aligned
4. Click on the 'Save' button.

Remember: A spellchecker is available at all times.

Adding an image

To add an image to your page:



1. Click on the green icon.

2. Select the image that you would like to add to your page by clicking on it once. The images that are available will appear in one of four categories: 'my images', 'photos', 'graphics' and 'icons'. The first category includes all the images that you have added to the site. The remaining categories include some images that we have included for your use.

3. Adjust the size of your image. The following image indicates that the image will appear at full size.

   100%

   To make the image smaller click on the small icon on the left, to make the image bigger click on the large icon on the right. The number of yellow bars will increase or decrease accordingly.

   75% 50% 25%

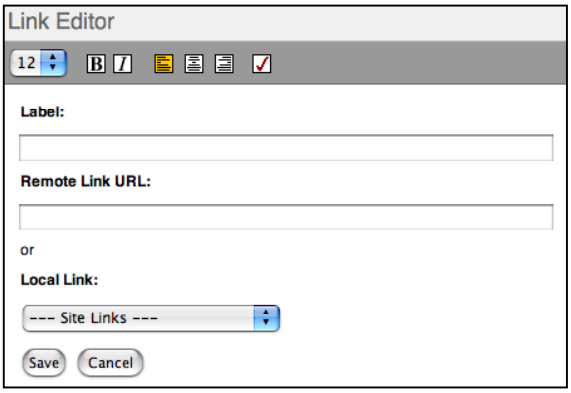
4. Format the position of your image.

5. If you like you can make the image a link by either entering a remote link (e.g. another Web site) or a local link (e.g. a page that you have created).

6. Click on the 'Save' button.

Adding a link

To add a link to your page:



1. Click on the green icon.
2. Enter the URL that you would like to link to (e.g. a remote link such as another Web site) or select a local link (e.g. a page that you have created).
3. Enter a Label for the link. This is what will appear on your page.
4. Format the appearance of the link. **Note:** The yellow icon indicates that the option is selected.

   12 Font size

   Bold

   Italic

   Left Aligned

   Centred on the page

   Right aligned

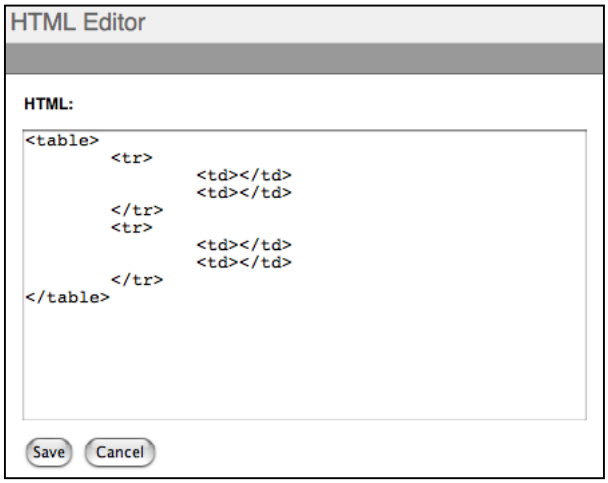
5. Click on the 'Save' button.

Remember: A spellchecker is available at all times.

Adding custom HTML

To add custom HTML to your page:

1. Click on the green icon.
2. Enter the HTML code.
3. Click on the 'Save' button.



Tip: If you would like the page element to appear in a particular place on the page, select the page element above where you would like the new page element to appear and then click on the appropriate icon. The new page element will appear below your selection.

Editing an existing page element

To edit an existing page element:

1. Select the page element that you wish to edit by clicking on it once. A red box will appear around the element that you have selected.
2. Depending on the action you wish to perform, select one of the blue action icons from the main navigation bar. The main action icons are:

Edit selected element
Move selected element up
Move selected element down
Delete selected element

The sidebar

An optional feature that you can add to your Web site is a sidebar. The sidebar appears on the right hand side of the screen and maybe used, for example, to provide a profile of your new technologies.

To add or remove a sidebar from your page:

1. Select the violet icon from the main menu. A template of a sidebar will appear ready for editing in the same way as any other page element.
2. To hide the sidebar, select the violet icon.

You also have the option of deleting the information in the sidebar that you have created by selecting the violet icon. Once you have deleted the information in the sidebar you can still add a new sidebar at a later date by selecting the violet icon.

3. Previewing your pages

While you are building your pages you can preview the page at anytime by clicking on the red icon in the main menu. The preview will show you what the page will look like to your visitors.

4. Information for search engines

For each page that you create you should add information for search engines. The information for search engines includes a description of your page as well as keywords that categorise your page. It is also where you select whether a non-EST page can be searched using the ESTIS search component. If you have created a search page for your site ensuring that you provide information for the search engine is particularly important. But even if you do not have a search page, you should still add this information as research shows that the most common way that people find a Web site is by using a search engine (e.g. Google, Alta Vista).

To add information for search engines:

1. Select the grey icon from the top left hand corner of your screen. The Information for Search Engines window will open (see Figure 6-5).
2. If you want a non-EST page to be searchable with the ESTIS search component, select “Allow ESTIS search component to search this page.”
3. Optionally select the appropriate search key(s) for your page. Search keys are a way of categorising your page. Using the ESTIS search component, you can perform searches for pages matching a particular search key(s).
4. Enter a description of the page.
5. Enter keywords that categorise the page placing a comma between each keyword (e.g. waste, disposal, municipal).
6. Click on the ‘Save’ Button.

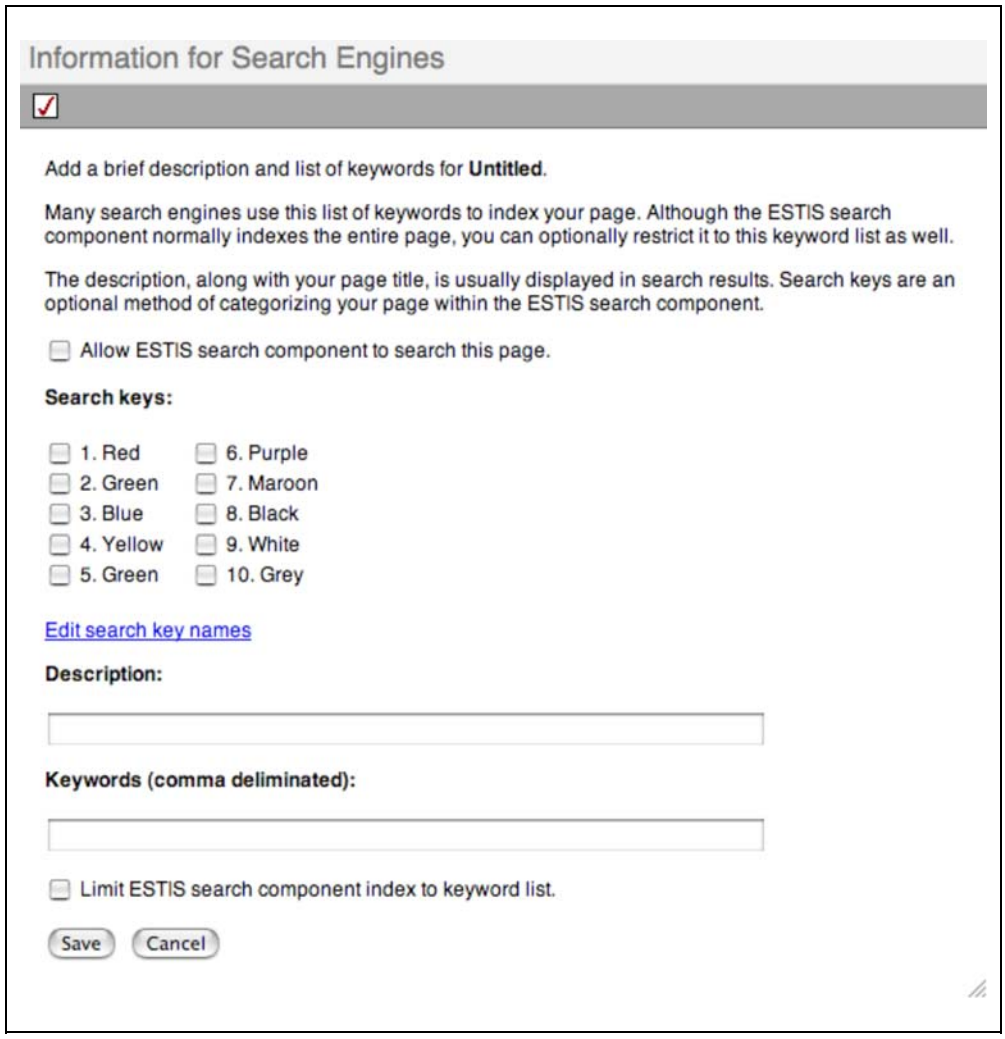

Information for Search Engines
Add a brief description and list of keywords for Untitled.
Many search engines use this list of keywords to index your page. Although the ESTIS search component normally indexes the entire page, you can optionally restrict it to this keyword list as well.
The description, along with your page title, is usually displayed in search results. Search keys are an optional method of categorizing your page within the ESTIS search component.
Allow ESTIS search component to search this page.
Search keys:
1. Red
2. Green
3. Blue
4. Yellow
5. Green
6. Purple
7. Maroon
8. Black
9. White
10. Grey
Edit search key names
Description:
Keywords (comma deliminated):
Limit ESTIS search component index to keyword list.
Save
Cancel

Figure 6.5. Add information for search engines

5. Saving your pages

Once you are happy with the page that you have built or edited you must save the page.

To save a page:

1. Select the red icon from the main menu.

If your page has been saved the grey icon appear in the top corner of your screen. If the page is unsaved the red and grey icon appears.

Remember: ESTIS Builder does not automatically save your pages so it is important to save the page that you are working on before you select any of the eight main icons from the main menu. It is also a good idea to save the page periodically while you are working.

6.3 Homepage

A homepage is the minimum requirement of any Web site, which is why this page cannot be deleted. The homepage acts as the entry point to the site and is the first page your users will see. As such, a homepage will often look different to your other pages to set the tone for the Web site. If you have decided to create your Web site in two languages you will have two homepages and you can choose which homepage your users view by default.

To edit your homepage:

1. Select the homepage from the Page List .
2. Select the blue icon.
3. Edit the page using the green editing icons.
4. Save your changes by clicking on the red icon.

To choose which homepage is viewed by your users:

1. Select the homepage from the Page List.
2. Select the blue icon from the main menu.

Note: In the Page List the green icon will appear alongside your selection.

6.4 EST Template

The EST Template is a compulsory page that it allows you to describe your technologies in a consistent format. If you imagine that you are creating a database of your technologies the template outlines the information that you will provide for each technology i.e. Technology Name, Technology Description and so on.

The EST Template can also save you time. For example, if you would like your address to appear on every EST Page you can add these details to your EST Template and they will automatically appear on any new EST Page.

To edit your EST Template:

1. Select the EST Template from the Page List.
2. Select the blue icon from the main menu.
3. Modify the template using the green and blue icons that appear in the main menu.
4. Save the EST Template by selecting the red icon.

Remember: If you are creating your Web site in two languages, two EST Templates will appear in the Page List. Details of how you can translate your EST Template into another language are provided below.

There are three field types associated with the EST Template, mandatory fields, EST Elements and Custom EST Elements. The mandatory fields, indicated by the red icon, are fields that you must complete for each technology, while the EST Elements and Custom EST Elements are optional and enable you to customise your template.

To add an EST Element to your template:

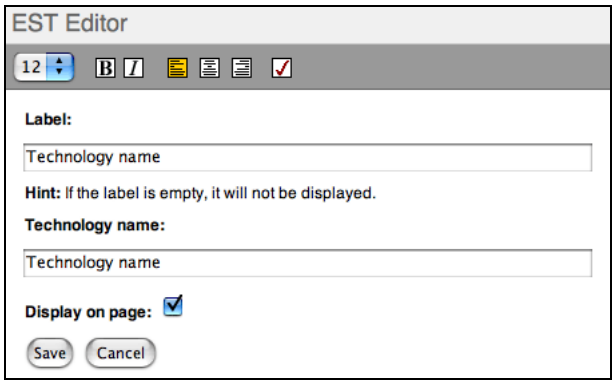
1. Select the green icon from the main menu.
2. Select the field that you would like to add from the list provided
3. Click on the 'Add' button

To add a Custom EST Element to your template:

1. Select the green icon from the main menu
2. Edit the new field as prompted by the EST Editor (see below).
3. Select the 'Save' button.

To edit an EST field (mandatory or custom):

1. Select the field by clicking on it once.
2. Select the blue icon from the main menu. The EST Editor window will open.



3. Modify or enter a Label for the field. This is what your users will see.
4. Fill the field if it is likely to be the same for every EST Page (e.g. Contact Address)
5. Format the appearance of the Label. **Note:** The yellow icon indicates that the option is selected.

Font size

Bold

Italic

Left Aligned

Centred on the page

Right aligned

6. Decide whether you would like the field to be displayed i.e. visible to your users.
7. Click on the ‘Save’ button.

Remember: A spellchecker is available at all times ☑

All of the EST fields can be edited in the way described above with the exception of one, the mandatory field Technology Categories. In this field you will see a matrix. The matrix has been developed so that you can easily categorise your technologies. In particular, this is important if you want your users to be able to search your EST Pages. The categories used in the matrix are described in the Technology Categories section below.

To edit the technology categories field:

1. Select the field by clicking on it once.
2. Select the blue icon from the main menu. The EST Matrix Editor will open (see Figure 6-6).
3. Click on the categories that apply to your technologies.
4. Decide whether the matrix will be visible to your users/
5. Select the ‘Save’ button.

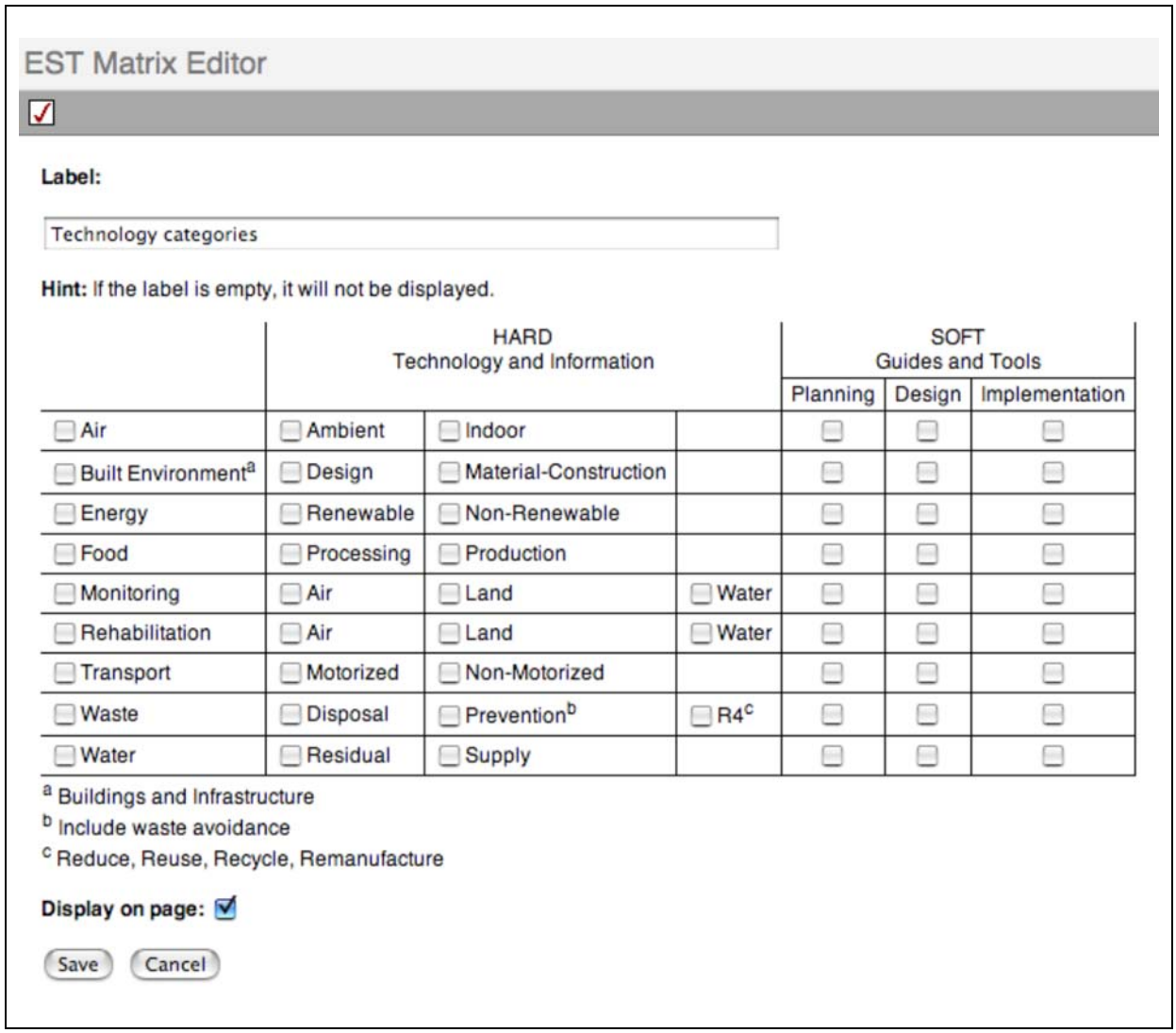


Figure 6-6. The EST Matrix Editor

If you are creating your EST Pages in a second language it is important to translate your EST Template. Two fields require translation: The Technology Location and the Technology Categories Matrix.

To translate the technology location field:

1) Select your EST Template (in the second language) from the Page List.
2) Click on the blue icon in the main menu. The EST Template will open for editing (see Figure 6-7).
3) Select the technology location field by clicking on it once.
4) Click on the blue icon. The EST Editor window will open.
5) At the bottom of the window you will see a link (e.g. in the image below “Japanese regional names), click on this link. The Edit ‘your language’ Region Names window will open (see Figure 6-7).
6) You can delete the text on the left hand side and enter your translation.
7) When you have completed the translation click on the ‘Save’ button.

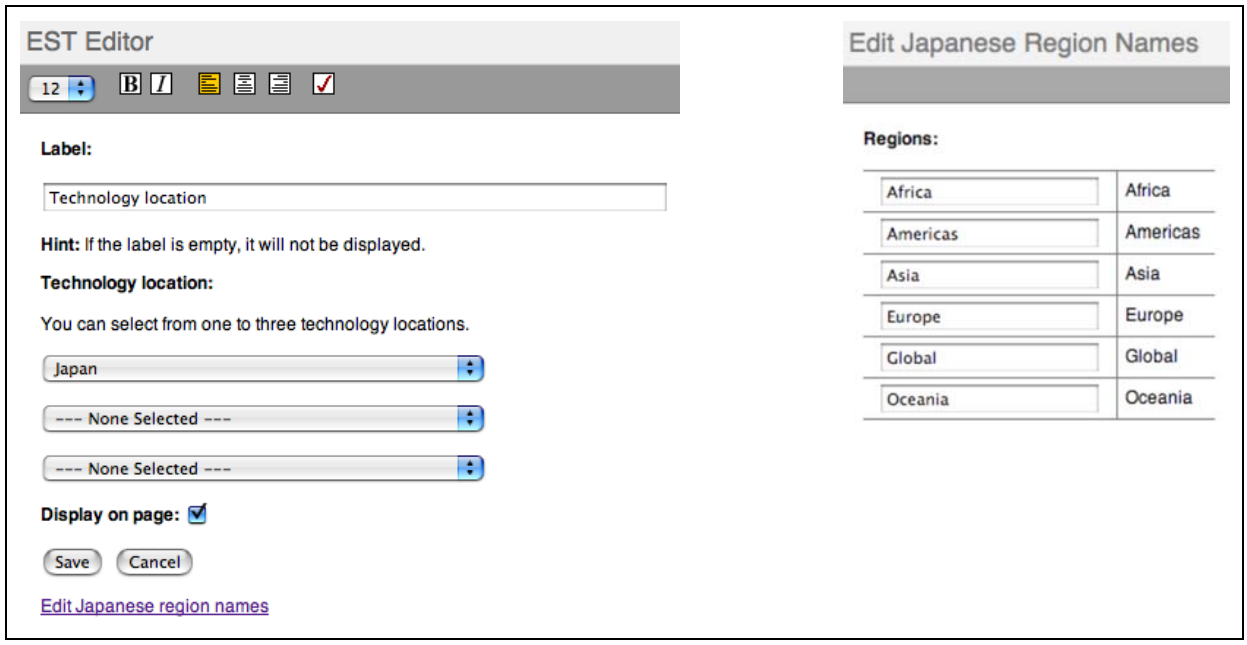


Figure 6-7. Translating your EST Template: The location category

To translate the technology categories matrix:

1) Select your EST Template (in the second language) from the Page List.
2) Click on the blue icon in the main menu. The EST Template will open for editing.
3) Select the technology categories matrix by clicking on it once.
4) Click on the blue icon. The EST Matrix Editor window will open (see Figure 6-8).
5) You can delete the text in the matrix and enter your translation.
6) When you have completed the translation click on the 'Save' button.

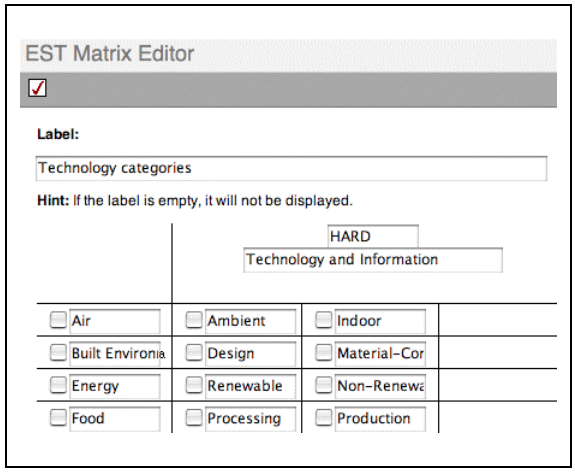


Figure 6-8 Translating your EST Template: The technology categories matrix

6.5 EST Page

Before you begin building an EST Page make sure that you have designed your EST Template. The EST Template is a compulsory page that it allows you to describe your technologies in a consistent format.

When you build an EST Page the EST Template that you have created will appear for editing. The EST Page can be edited and customised in exactly the same way as the EST Template (see Section 6.4 above for details), but this time you are adding the specific details of a technology. The template simply acts as a guide.

Remember: You can access and edit the EST Template from the Page List

6.6 Search Page

A Search Page will allow users to search your EST pages or any page you have selected to include in ESTIS search. The five main steps for building a search page are essentially the same as any other page (see Section 6.2), but there are two differences. There are several new editing functions that enable you to add different search elements. There is one new step, where you provide search processing details.

Building a search page

The Search Page includes four options for searching your site:

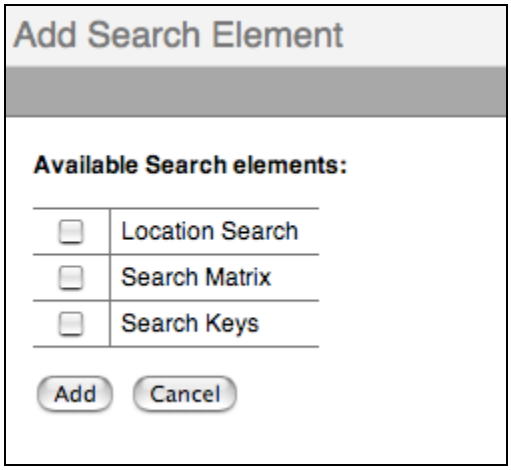
1. Search by keyword.
2. Search by search key.
3. Search by location.
4. Search by category using the search matrix.

When you add a Search Page to your site you will be presented with a template that includes the keyword search element (see Figure 6-9). Other search elements can be added using the green icon. Search elements can be edited, moved or deleted using the blue icons in the main menu. **Note:** If you delete a search option, you can re-add it to your page by clicking on the green icon.

Figure 6-9 A search page

To add a search element:

1. Select the green icon in the main menu. The Add Search Element window will open with a list of available (unused) search elements.



2. Select the search elements you would like to add to your search page.
3. Click on the 'Add' button.

To edit the keyword search:

1. Select the keyword search by clicking on it once.
2. Click on the blue icon. The Keyword Search Editor will open.
3. You can rename the keyword search by entering a new Label.
4. Click on the 'Save' button.

To edit the search key search:

1. Select the search key search by clicking on it once.
2. Click on the blue icon. The Search Key Editor will open.
3. You can rename the search by entering a new Label.
4. Select the desired search keys to be included on your search page.
5. Click on the 'Save' button.

Warning: If you choose to include a search key search on your search page, make sure it does not offer search keys outside the scope of any search keys selected via the search processor control (see Figure 6-10).

To edit the location search:

1. Select the location search by clicking on it once.
2. Click on the blue icon. The Location Search Editor will open.
3. You can rename the search by entering a new Label.
4. You can choose a default location.
5. Click on the 'Save' button.

To edit the search matrix:

1. Select the search matrix by clicking on it once.
2. Click on the blue icon. The Search Matrix Editor will open.
3. Enter a Label for the search matrix.
4. Select the categories that apply to your technologies. This will reduce the matrix so that only the categories that you have selected appear on your search page.
5. Click on the 'Save' button.

You also have the option of giving the search button a new name:

1. Select the search button by clicking on it once.
2. Click on the blue icon. The Search Submit Editor will open.
3. You can rename the button by entering a new Label.
4. Click on the 'Save' button.

Search Processor Details

Search pages include special search processing controls that you access by selecting the icon in the top left hand corner of your screen. Search processor controls allow you to restrict the scope or pages that are searched by the search page.

You can restrict the scope of the search page searches to:

1. All pages.
2. EST pages only.
3. Other searchable pages only.

You can also optionally limit searches to pages tagged with specific search keys and can edit search key names (see Figure 6-10).

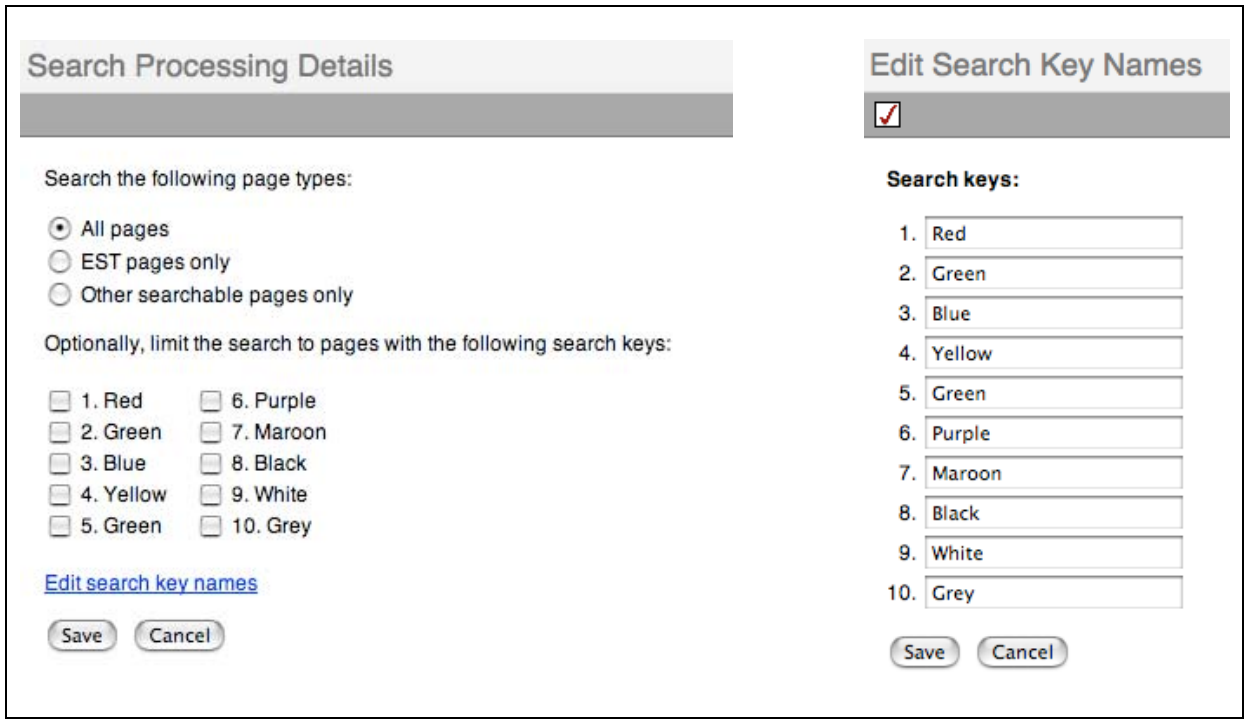


Figure 6-10 Search processor details

To edit the search processing details:

1. Select the icon in the top left hand corner of your screen. The Search Processing Details window will open (see Figure 6-10).
2. Select what types of pages you would like the search page to search.
3. Optionally, limit the search to pages with specific search keys by selecting these keys. If no search keys are selected, the search page will search pages regardless of search key.
4. Select the 'Save' button.

To edit the search key names:

1. Select the icon in the top left hand corner of your screen. The Search Processing Details window will open (see Figure 6-10).
2. At the bottom of the window you will see a link to edit search key names. Click this link and the Edit Search Key Names window will open (see Figure 6-10).
3. Enter new names for any of the search keys.
4. When you have finished editing your search key names, click on the 'Save' button.

6.7 Form Page

A form is page with text fields and checkboxes that can be filled out by your users and then sent automatically to you by email. A form could be used for example, for a short survey, or to request peoples' contact details so that they can be added to your mailing list.

The five main steps for building a form are essentially the same as any other page (see Section 6.2), but there are two differences. There are several new editing functions that enable you to create different fields for gathering information. There is one new step, where you provide details for processing the form.

Building a form

There are three new page elements or fields that you can use to build a form, they are:

- A single line text field
- A multiple line text field
- A checkbox

In addition, a submit field automatically appears when you create a form.

In Figure 6-11 you will see an example of a form. This form includes single line text fields (e.g. Name and Email Address), a multiple line text field (e.g. Comments), a checkbox (e.g. Send me your brochure) and a submit field (e.g. Send).

Figure 6-11. Example of a form

To add a form field:

1. Select the type of field that you would like to add from the green icons in the main menu. The Form Field Editor window will open.
2. Enter the Label for the field (e.g. Name, Comments). This is what will appear on your page.
3. Enter a Field Name. The Field Name is what will appear in the email that is sent you and will identify the users' response.
4. Click on the 'Save' button.

To edit a form field:

1. Click on the field that you want to edit.
2. Select the blue icon from the main menu. The Form Field Editor window will open.
3. Make your changes.
4. Click on the 'Save' button.

Note: If you click on the 'Send' button the Form Submit Editor window will open. This allows you to change the name of the button.

Form processing

After you have finished building your form you must fill in the Form Processing Details. The processing details tell us where to email the information that users have submitted.

To complete the form processing details:

1. Click on the grey icon in the top left hand corner of your screen. The Form Processing Details window will open (see Figure 6-12).
2. Enter the email address that you want the results of the form sent to.
3. Enter the Email Subject. This is what will appear in the subject line of the email that is sent to you.
4. Select a Redirect Page; this is the page that your users will be taken to once they have submitted their form. You might like to send them back to your homepage or you may create a new page to thank them for completing the form.
5. Click on the 'Save' button.

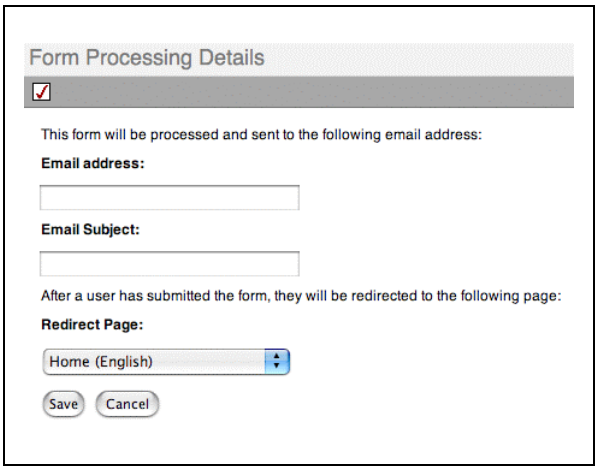

Form Processing Details
This form will be processed and sent to the following email address:
Email address:
Email Subject:
After a user has submitted the form, they will be redirected to the following page:
Redirect Page:
Home (English)
Save
Cancel

Figure 6-12. Form processing details

Form results

When a user submits a form you will be emailed with the results; Figure 6-13 provides you with a sample email and the corresponding form that was submitted.

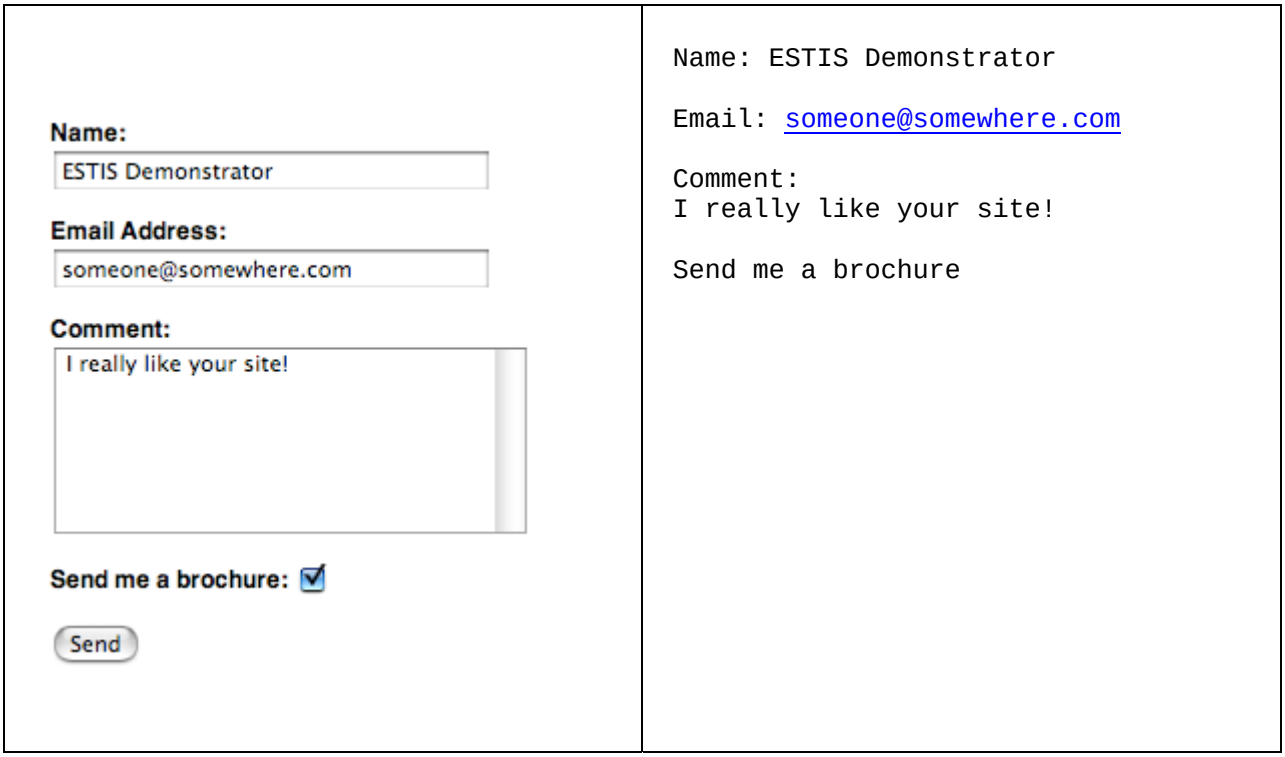


Figure 6-13. Form results

Tip: When you receive an email with the results of a form a checkbox will only be mentioned if the user has checked this box. If the field is not mentioned this means that your user has not selected the box.

7. User Administration

The 'User Administration' section lists all the users that have access to your site along with the user's Status (whether the user is currently logged in and whether they are an administrator), User ID, User Name and date and time of their Last Access.

There are two types of users, regular users and administrators.

If you are an administrator you can:

- Add or delete a user.
- Change your password.
- Modify your contact information.
- Edit, add or delete any pages or files.
- Publish pages.
- Email a user automatically.

To add a new user to your site:

1. Select the violet icon from the main menu.
2. Fill in the form provided.
3. Click on the 'Create User' button.

Note: The new user will automatically be emailed with details of how they can access the site.

To delete a user:

1. Select the user from the List.
2. Click on the blue icon.

To change your password:

1. Select your name from the List.
2. Click on the blue icon.

To change your contact information:

1. Select your name from the List.
2. Click on the blue icon.

To email a user:

1. Select the user from the List.
2. Click on the red icon.

If you are not an administrator you can:

- Preview any page.
- Create and edit new pages.
- Email a user automatically (see above).

Note: You cannot publish any pages nor can you edit any pages that have been published. You can only edit the pages that you have created.

8. Exit

Selecting the grey icon logs you out of ESTIS Builder and takes you back to the Login page.

9. Help

The 'Help' section contains a quick list of "How do I..?" type questions (e.g. How do I add a Page Title, How do I add a Link?). It is intended to act as a lifesaver for when you are unsure about how to do something. For more specific help relating to the page that you working on, refer to the Help Menu on the left of your screen.

Instructions for Operation – ESTIS Community

ESTIScommunity

Once you have built a Web site using ESTIS Builder, it can be linked to other ESTIS Web sites to form a community. ESTIS Community allow users to share their EST resources either in English or another language.

Forming a Community

To create an ESTIS Community you must first apply to UNEP-IETC.

To make an application to form a community:

1. Send an email to UNEP-IETC at ESTIS@unep.or.jp with your request.

Note: please include details of all the ESTIS Builder site that you would like included in your community along with contact names and contact emails for the administrator of each site. If your application is successful UNEP-IETC will create your ESTIS Community Web site and email each member of the community with details of how to access the site.

ESTIS Community Login

To login to ESTIS Community:

1. Go to http://www.estis.net/community/.
2. Enter your details in the login window.

ESTIS Community Essentials

Similarities and Differences

Overall ESTIS Community operates in exactly the same way as ESTIS Builder. Just as you did for your ESTIS Builder site, you will build a homepage and other pages for your community, including choosing a new site theme and developing a site menu.

The main difference between ESTIS Community and ESTIS Builder is that when you login to your community site for the first time, there are shared EST and shared page lists that include all pages that your community members have created for their own ESTIS Web site and chosen to share (publish) with the ESTIS Community. The idea is that you can share information and also that you can create a search page so that visitors to your community Web site will be able to search the shared documents of all the members in the community.

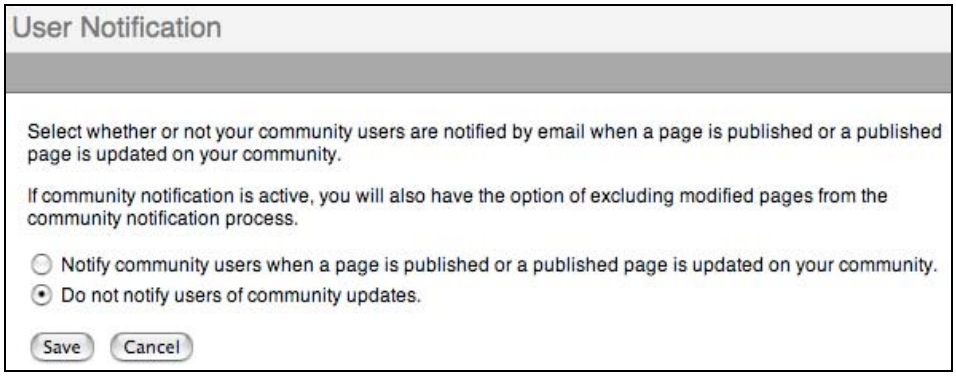
In addition, there are two other differences; you cannot create an EST page at the community level and ESTIS Community does not include an administration function. If you would like to add an EST page or change your administration details you must do so at the ESTIS Builder level.

User Notification

ESTIS Community offers the ability to automatically notify all users of the community when a page is published or a published page is updated. If community notification is active, you will also have the option to exclude modified pages from the community notification process when you save the modified.

To enable or disable user notification:

1. Select the icon in the main menu. The User Notification window will open.


User Notification
Select whether or not your community users are notified by email when a page is published or a published page is updated on your community.
If community notification is active, you will also have the option of excluding modified pages from the community notification process.
Notify community users when a page is published or a published page is updated on your community.
Do not notify users of community updates.
Save
Cancel

2. Select whether you want community users to notified or not.
3. Click on the 'Save' button.

Excluding a modified page from the community notification process:

1. Save the modified page.
2. When prompted to notify users, click the 'cancel' button.

The Rules

Because your community Web site will be worked on by a number of people, there are some rules regarding which pages you can view, edit and publish. Say there are three members in your community: A, B and C.

A can view:
- All community pages.
- Their own shared pages.
- The published shared pages of **B** and **C**.

A cannot view:
- The unpublished shared pages of **B** and **C**.

A can edit:
- All community pages.

A cannot edit:
- Their own shared pages. Editing of these pages must take place at the ESTIS Builder level.
- The shared pages of **B** and **C**.

A can publish:
- All community pages.
- Their own shared pages.

A cannot publish:
- The shared pages of **B** and **C**.

And vice versa for **B** and **C**.

Glossary of Icons

Main Functions

Home

Manage your pages and files

Modify your site theme

Modify your site menu bar

Add new file

Add new page

User List

Notify users of community updates

Exit

Help

Management Icons

Add new folder

Remove folder

Add new user

Page List

EST List

File List

Shared EST List

Share Page List

Action Icons

Move to folder

Edit

Duplicate page

Publish

Make home

Move up

Move down

Delete

Preview

Save

Email

Information for search engines

Search processing details

Form processing details

Edit page title

Page information

Switch on sidebar

Switch off sidebar

Delete sidebar

Editing Icons

EST Element

Custom EST element

Add headline

Add text

Add image

Add link

 Add horizontal line

Add custom HTML

Add line break

Add a space

Add search element

Add single line text field

Add multiple line text field

Add checkbox

Formatting Text Icons

Font size

Text bold – unselected
Text bold – selected

Italics – unselected
Italics – selected

Left aligned – unselected
Left aligned – selected

Centred – unselected
Centred - selected

Right aligned - unselected
Right aligned - selected

Spellchecker

Image 100%
Image 75%
Image 50%
Image 25%

Text wrapped, image left aligned – unselected
Text wrapped, image left aligned – selected

No wrapping, image centred – selected
No wrapping, image centred – selected

Text wrapped, image right aligned – unselected
Text wrapped, image right aligned – selected

No wrapping, image left aligned – selected
No wrapping, image left aligned – selected

No wrapping, image right aligned – selected
No wrapping, image right aligned– selected

Miscellaneous Icons

Page saved

Page unsaved

Current user

Administrator

Homepage

Page in use

Page unpublished

Page published

Mandatory field

 Field not visible

The Technology Categories Matrix

The Tech Categories Matrix has been developed so that you can easily categorise your technologies. The categories are divided into SOFT Guides and Tools and HARD Technology and information, each of the categories are described in more detail below.

General Note: The word "Service" when used in this definition set relates to the primary use or usefulness of the technology being categorised. For instance, a Biomass Energy Plant may be categorised as Energy - Renewable and Waste - Disposal. This technology is useful in terms of providing Energy - Renewable and also organic Waste - Disposal. These categorisations of "service" are separate from any rating or assessment of the environmental impacts of the technology itself. The Biomass Energy Plant may in providing its "service" also be relatively water efficient, this does not mean it should also appear in the Water category. Life Cycle and other related impacts need to be assessed and communicated separately in relation to meeting EST criteria.

	HARD Technology and Information			SOFT Guides and Tools		
				Planning	Design	Implementation
Air	Ambient	Indoor				
Built Environment[a]	Design	Material-Construction				
Energy	Renewable	Non-Renewable				
Food	Processing	Production				
Monitoring	Air	Land	Water			
Rehabilitation	Air	Land	Water			
Transport	Motorized	Non-Motorized				
Waste	Disposal	Prevention[b]	R4[c]			
Water	Residual	Supply				

[a] Buildings and Infrastructure
[b] Include waste avoidance
[c] Reduce, Reuse, Recycle, Remanufacture

The Technology Categories Matrix

SOFT Guides and Tools

This is a "soft" technology, or system of integrated technologies, which helps to inform, guide, instruct or train users with regard to technologies their understanding, application and use.

Associated notes: These technologies include those that provide assistance in enabling efficiency or reduced consumption, in one or more of the service streams.

HARD Technology and Information

Air: Any technology which relates to the boundary of Air, with components of consumption or production. This may include filtration, capture, flow etc.

- **Ambient:** Any technology relating to service at the boundary of Air with a consumption or production process outside an enclosed space.
- **Indoor:** Any technology relating to the boundary of Air with a consumption or production process in an enclosed space, used by people.

Built Environment: Any technology relating to man-made structures in their design, manufacture, use, or deconstruction for reuse.

- **Design:** Any technology relating to any design aspect of man-made structures.
- **Material-Construction:** Any technology relating to man-made structures in their materials, manufacture, construction or deconstruction for reuse.

Associated notes for Built Environment - There may be some technologies which are integral to the most efficient use of particular aspects of the built environment. Many of these may be covered under Design. The retrofitting of existing built environments must be included under Design. Design may also include organic integrated systems, including urban permaculture or landscape design. The construction of artificial wetlands, swales and basins may be included under Built Environment in instances where they are integrated into the urban landscape design.

Energy: Any technology relating to Energy generation, supply, application, efficiency or consumption/use.

- **Renewable:** Any technology relating to Energy generation, supply, application or use, derived from a renewable source (for example: solar, wind, hydro, wave, biomass, tidal, geothermal etc.).
- **Non-Renewable:** Any technology relating to Energy generation, supply, application or use derived from a non-renewable source (for example: Coal, Oil, Gas, Nuclear etc.).

Associated notes for Energy - Consumption and efficiency related technologies in this service stream is categorised under Decision Support System - (Tool or Guide) and under Energy. Consumption and efficiency issues are relevant across Renewable and Non-renewable categories, unless otherwise specified.

Monitoring: Any service provided by a technology in relation to measurement of some parameters of a natural environmental process, or the magnitude of a human impact on the broader environment.

- **Air**: Any service provided by a technology in relation to monitoring air processes, or some human impact on air and its processes.
- **Land:** Any service provided by a technology in relation to monitoring land processes, or some human impact on land and its processes.
- **Water:** Any service provided by a technology in relation to monitoring water processes, or some human impact on water and its processes

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Associated notes for Monitoring - Dividing sub-groups into Water, Land and Air would suggest that monitoring the effects on biodiversity of human activities may not be included. Technologies which monitor the effects on biodiversity are essential if biodiversity is to be protected, so we must ensure that biodiversity monitoring is included here as a type of technology either within each medium (air, water, land) or separately. Other subcategories may include, for example, Energy and Buildings.

Rehabilitation: Any service provided by a technology in relation to restoring, remediating, rehabilitating or replenishing a material, resource, or ecosystem closer to its original state, or a more pristine and cleaner condition.

- **Air:** Any service provided by a technology in relation to rehabilitating Air processes or a detrimental human impact on the Air and its processes.
- **Land:** Any service provided by a technology in relation to rehabilitating Land processes or a detrimental human impact on the Land and its processes.
- **Water:** Any service provided by a technology in relation to rehabilitating Water processes or a detrimental human impact on the Water and its processes.

Associated notes for Rehabilitation - Biodiversity and ecosystem rehabilitation must be explicitly stated as included in the Air, Water, Land mediums. If Air, Land and Water are to be mutually exclusive then a technology which acts at the boundary or edge of two or more mediums is given a top level categorisation.

Transport: Any technology relating to moving people or materials by motorized or non-motorized means from one geographical location to another.

- **Motorized:** Any technology relating to moving people or materials by motorized means from one geographical location to another.
- **Non-Motorized**: Any technology relating to moving people or materials by non-motorized means from one geographical location to another.

Waste: Any EST related to best practice and integrated design for reduced resource use, improving the efficiency of a process, or a process substitution to reduce or avoid waste. It also includes collecting, processing, separating, transforming, disposing, recycling or reusing post-use materials, energy or wastewater sludge.

- **Disposal:** Any EST related to collecting, separating, treating or storing waste for disposal through incineration, landfill and other means.
- **Prevention:** Any EST related to best practice and integrated design for optimizing resource use, through reducing resource consumption per unit of service provided, improving the efficiency of a process, or through a process substitution to avoid waste.
- **R4:** Reduce, Reuse, Remanufacture, Recycling (R4). Any EST having limited to no bearing on the magnitude of post-use materials, energy or wastewater sludge, but enabling the waste generated to be used as a resource.

Water: Any technology relating to Water supply, application, efficiency, treatment, reuse or consumption/use.

- **Residual:** Any technology relating to Water supply from source to user.
- **Supply:** Any technology relating to Water, post-use.

Associated notes for Water - The actual use of water is designated under the Supply category. A technology which interacts with a user to change habits of consumption or efficiency is categorised under Decision Support - (Guide or Tool) and under Water - (Supply or Residual). Irrigation technologies may be placed in the Supply or Residual category depending on nature of water used (i.e. wastewater reused as irrigation feed). Where applicable to both Supply and Residual, categorisation will be top level - Water. Residual includes wastewater treatment. Reuse of water is a top level - Water category as the reuse denotes a technology which is applied across Residual and Supply sub-categories - that is, a closed loop.